

Comprehensive Sustainable Energy Committee (CSEC)

Policies, Procedures and Priorities for Management of Sawyer Trust Funds (STF)

Overview

A fund of \$1.7 million was established in 2007 by the Alfred H. Sawyer Trust to enable the Town of Concord to improve of its public facilities with respect to energy conservation, water conservation, and materials recycling. Expenditures of the Fund are under the direction of the Town Manager, in consultation with Concord's Sustainable Energy Committee.

Priorities

The primary objective of the CSEC is to pursue improvements in town facilities intended to reduce a building's energy consumption or 'carbon footprint'. As such, the Committee will focus on state-of-the-art technologies to conserve energy in the Town's facilities and school buildings). Key priorities include:

- Weatherization & lighting efficiency in public facilities
- Development of renewable energy sources such as solar and geothermal
- Water conservation
- Materials recycling and zero trash initiatives
- Conservation and building 'transformation' demonstration projects to influence public opinion

It's understood that the applications for Sawyer Trust Funds will need to be considered on a case-by-case basis and that the approach to evaluating proposals cannot be codified. For example, while our objective is to pursue value-added investment that are incremental to run-rate maintenance of public facilities (e.g. the additional or incremental investment needed to upgrade a set of plans/procurements from a traditional approach to a higher, state-of-the-art standard), our specific approach will need to be determined through committee evaluation of proposals and in consultation with the Town Manager.

Procedure

The specific procedure includes:

- Notification to CSEC by email from the relevant Town Building Manager, Town employee, or citizen to the lead contact to DMeagher, Town Managers office. (dougmeagher@concordma.gov)
- Town Manager's office will log the request and forward a copy of the email to CSEC.
- CSEC will assign one member of the subcommittee as the lead for each request.
- The CSEC Lead for the request shall:
 - Act as the prime interface to the requestor to provide support in developing an appropriate proposal for the Committee. This will involve consultation with the requestor to understand the opportunity and to determine the best course of action to move from idea to proposal(s) that CSEC can review.
 - Act as the focal point for questions from other members of the subcommittee prior to the regular CSEC meeting
 - Facilitate the scheduling of a meeting for the requestor with the Committee.
 - Lead the discussion of the proposal at the CSEC meeting. This includes providing leadership in asking final questions of the applicant.
- The CSEC will close discussion with the applicant prior to deliberating and voting on the proposal.

Eligible facilities in Town of Concord

Town of Concord

- Engineering 133 Keyes Road
- Water/Sewer 135 Keyes Road
- DPLM 141 Keyes Road
- Hunt Recreation 90 Stow Street
- Beede Center 500 Walden Street
- Harvey Wheeler Center 1276 Main Street
- West Concord Fire Station 1201 Main Street
- Concord Police and Fire 209 Walden Street
- Town House 22 Monument Square
- Sleepy Hollow Admin Building 150 Lexington Road
- Waste Water Treatment Plant
- Deaconness Water Treatment Plant
- Concord Municipal Light Plant 1175 Elm Street
- CMLP Substation Building(s)

Concord Schools

- Alcott Elementary School 93 Lauren Street
- Thoreau Elementary School 29 Prairie Street
- Willard Elementary School 185 Powder Mill Road
- Sanborn Middle School 835 Old Marlboro Road
- Peabody Middle School 1231 Old Marlboro Road
- Ripley/School Administration 120 Meriam Road

Concord-owned but Leased Facilities

- Performing Arts Center 51 Walden Street
- Emerson Umbrella 40 Stow Street

Application Form

CSEC Lead should use the attached outline in making requests for funding.

STF Subcommittee Review

Name of Facility: _____

Background: (request context, and history of project & funding)

Overall project description: Describe overall request

STF Project Scope: What's included in the request, what not included...

Engineering Firm:

If applicable (attach analysis, proposal, etc)

Subcommittee Review: Results of review by STF subcommittee. Who was involved, observations, recommendations, etc

Items under evaluation:

Item 1 or group of items: (e.g. ceiling insulation)

- Description of the enhancement
- Cost for enhancement: \$xx.xx
- Annual Savings (in natural gas or electricity): \$xx.xx

Item 2: (e.g. boiler replacement)

- Description of the enhancement
- Incremental Investment Cost for enhancement: \$xx.xx
- Annual Savings (in natural gas): \$xx.xx

Item 3

etc

Financial Summary (where there are multiple 'items')

Roll-up of incremental investments: \$xx.xx

Roll-up of annual savings: \$xx.xx

Simple payback in years: total cost divided by the annual savings: x.x years